



United States Department of the Interior  
Office of the Secretary



D-2611

Memorandum

May 2, 2013

To: Recipients of Student Loan Payments

From: Linda Y. Rihel-Todd, Chief  
Payroll Operations Division

Subject: Conversion of Paper Checks to Electronic Fund Transfer (EFT) for Federal Payments

The US Department of Treasury announced that it would no longer issue paper checks as of February 28, 2013. The Treasury Financial Manual (TFM), Part 4 Chapter 1500 states, "All Federal nontax payments must be made by EFT, in accordance with 31 CFR Part 208." The Department of Treasury will monitor agencies' compliance in converting payments to EFT. The following website provides additional information about EFT requirements:  
<http://www.fms.treas.gov/tfm/vol1/v1p4ac200.html>.

The Department of Treasury disburses all Interior Business Center (IBC) payments. These include student loan payments to lenders. In order to comply with the Department of Treasury's mandate, the IBC is requesting that your organization provide a valid financial routing number, account number, and account type to receive payments electronically by completing the attached form. If the IBC does not receive your EFT information, we cannot guarantee a hard copy check payment will be disbursed by Treasury for Student Loan payments.

Please submit the completed form to the IBC by May 31, 2013. If you have any questions, please contact Adrian Hafner at (303) 969-7375 or [Adrian\\_P\\_Hafner@nbc.gov](mailto:Adrian_P_Hafner@nbc.gov).

PAYMENT INFORMATION

Name of the Lender: \_\_\_\_\_

Address of the Lender: \_\_\_\_\_  
\_\_\_\_\_

Name of Financial Institution: \_\_\_\_\_

Routing Number of Financial Institution \_\_\_\_\_

Account Number: \_\_\_\_\_

Checking or Savings \_\_\_\_\_

Taxpayer Identification Number (TIN) (Optional) \_\_\_\_\_

Point of Contact: \_\_\_\_\_  
(Entity or Person Receiving Payment)

Contact Number: \_\_\_\_\_

Please fax the above information to (303) 969-5462 or mail to the following address:

Interior Business Center  
Payroll Operations Division – D-2613  
7401 W Mansfield Ave  
Denver, CO 80235